

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **RECREATION ASSISTANT**

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Jurisdictional Class: **Non-Competitive**

Date Adopted: **July 22, 1968**

Date Revised: **5/15/98; 7/16/01**

Jurisdictions: **Towns, villages**

Union Status:

Pay Grade:

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**DISTINGUISHING FEATURES OF THE CLASS:** Working under general supervision and specific policies, assists a Recreation Director or Recreation Supervisor in conducting recreation activities. Incumbents are typically adults and perform a wide variety of routine tasks. May act as lead worker or "straw boss," particularly when youths are employed in a seasonal recreation program. Does related work as required. The class is subordinate to that of Recreation Supervisor and lacks responsible operating charge of a facility, site or program. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Assists in conducting a wide variety of activities at a recreation center, swimming pool or other facility;

Enforces regulations and maintains order at recreation center, playground, pool and other facilities;

Makes up events schedules, collects fees, supervises games or other activities;

Keeps equipment, attendance and other records and prepares reports;

Operates movie projectors, VCR players and recreation equipment;

Prepares fields, courts, swimming pools and related recreation facilities by putting up nets, marking courts, cleaning up, cutting grass and picking up trash;

Locks and unlocks doors and gates, issues supplies and equipment;

May be lead worker for Recreation Helpers and Recreation Monitors.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Familiarity with sports, games and recreational activities; ability to comprehend, remember and follow detailed instructions; ability to keep records, give and enforce instructions, follow directions, perform light labor and get along well with others.

**MINIMUM QUALIFICATIONS:** High school diploma or equivalency and volunteer or paid experience in recreation or youth work.

**NOTE:** Volunteer work experience must be documented in some manner.